



McMinnville Community Center
600 NE Evans Street
McMinnville, OR 97128
(503)434-7310

McMinnville Senior Center
2250 NE McDaniel Lane
McMinnville, OR 97128
(503)435-0407

www.ci.mcminnville.or.us

Organization/ Individual Requesting Use: _____

Event Date: _____ Day of Week: _____

Event Title: _____

Hours of Reservation: _____ to _____ (Must include set-up and clean-up)

Event Start Time: _____ Room(s) Requested: _____ Expected Attendance: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____

Zip: _____ Day Phone: _____ Evening Phone: _____

Fax: _____ Email: _____ Type of Event: _____

FOOD SERVICE AND ALCOHOL:

Is food being served? ____ YES ____ NO

If yes, will the event be catered? ____ YES ____ NO

***The Community Center's exclusive caterer is ROGUE GOURMET- (503)915-8810.**

If your event is being catered, this is who will be used. Thank you.

If yes you must pay the \$150.00 Refundable Kitchen Usage Deposit

Is alcohol being served? ____ YES ____ NO

If yes you must complete and sign a separate alcohol contract and pay the \$100.00 Alcohol Usage Fee.

ROOM SET UP:

Will you be doing your own set up? ____ YES ____ NO

If no, please select a room set up:

____ Classroom/ Theatre: Rows of chairs

____ Dining: Round tables with 6-8 chairs

____ Other: Please include diagram on the back of this form

Signature of Renter: _____ Date: _____

Group 1: _____ Group 2: _____ Group 3: _____

Summary of Charges:

CC Auditorium Deposit: _____

CC Room Deposit: _____

CC Kitchen Deposit: _____

SC Room Deposit: _____

SC Kitchen Deposit: _____

SC Dining Deposit: _____

Staff Initials: _____

Room Charges: _____

Staff: _____

Security: _____

Police: _____

Equipment: _____

Alcohol: _____

TOTAL: _____



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CONTRACT AGREEMENT

I understand and agree that I may forfeit my deposit if it is necessary for City of McMinnville Staff or janitorial service, to extensively clean or repair facilities following our facility use, or if during the course of my rental I fail to enforce facility policies stated and those that may be presented to me by City of McMinnville Staff during my event. I understand that variations in rental times and room requests, needs, or uses, may necessitate rental fee adjustments. I agree to assume full responsibility for the conduct of my guests, members and employees or third parties hired to provide services to my group or myself. I understand that my event must be conducted in accordance with the regulations set forth in these documents and if a violation is to occur that all violators may be required to leave and my event may be terminated immediately in its entirety. I further agree to indemnify, defend and hold harmless City of McMinnville for any damage, injury, suits, or claims which may arise from intentional acts, negligence or omissions of the group, its guests, members, employees or third parties hired to provide services for the group.

RENTAL CLEAN-UP AGREEMENT

In order to receive full refund of the cleaning deposit(s), the rented area(s) will be left free of debris. The floor will be swept and free of food. Spills will be wiped up before leaving. All tables and chairs will be wiped down and cleaned. All bottles, cans and trash will be removed from the facility at the end of the event. There are recycling bins and trash cans just outside the back of the facility. McMinnville Community Center and Senior Center prohibits nailing, tacking, taping or stapling to any of the walls or surfaces. City of McMinnville is not responsible for items left behind. All decorations and rental items must be removed from the facility immediately following the event. This includes flowers, votives, and cake stands. Please be aware that there is an additional charge for damage done to any surfaces, equipment, or flooring and is subject to additional charges and loss of deposit(s). This is a smoke free facility. Please make guests aware they must go outside to smoke.

The contents of the above arrangements meet with my approval. I consider our contract definite and confirmed.

Customer Signature: _____ Date: _____

Facility Representative: _____ Date: _____



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COMMUNITY CENTER AVAILABLE ITEMS:

(Please list quantity)

Round dining tables 60" _____

_____ Round dining tables 60" _____

Six-foot rectangle banquet tables _____

Classroom tables _____

Banquet chairs _____

Television (\$15.00) _____

VCR (\$10.00) _____

DVD player (\$10.00) _____

Slide projector (\$5.00) _____

Projection screen (\$10.00) _____

Media Cart _____

Free standing podium _____

Tabletop podium _____

Wireless mic (1) _____

Wireless lapel mic (1) _____

*(Wireless and lapel mics only available in rooms
203 and 103; all microphones come with stands)*

Corded mic _____

Magnetic dry erase board with pens (\$5.00) _____

Overhead projector with pens (\$5.00) _____

LCD projector (\$15.00) _____

Coffee maker (\$5.00) _____

Wireless internet (\$15.00) _____

Theatre curtains (\$50.00) _____

Piano (\$10.00) _____

Easel & flip chart with pens (\$5.00) _____

SENIOR CENTER AVAILABLE ITEMS:

Six-foot rectangle banquet tables _____

Classroom tables _____

Banquet chairs _____

Television (\$15.00) _____

VCR (\$10.00) _____

DVD player (\$10.00) _____

Projection screen (\$10.00) _____

Sound system _____

Overhead projector with pens (\$5.00) _____

Coffee maker (\$5.00) _____

Piano (\$10.00) _____

Easel & flip chart with pens (\$5.00) _____

Draw Room Diagram here

* No equipment or furniture shall under any circumstances be removed from either facility.